GED® 2014

Eligibility & Approval Guidelines for GED® Testing Sites in Idaho

This document provides State guidelines and criteria for opening a GED® testing site in Idaho. Testing sites may also be required to meet additional third-party criteria not covered by these guidelines. Nothing in this document should be construed to excuse a testing site from meeting such criteria as required through their contract with a parent testing site or with the test vendor, including Pearson Vue and GED Testing Services.

Eligibility

For the purposes of these guidelines, a **Potential Site** is defined as an organization or entity that would like to provide GED® testing, but has not yet met all of the criteria for, or completed the process to become an approved testing site. Approved testing sites fall into two primary categories, as described below, and State requirements vary depending on the type of site being proposed:

- **Independent Site** – An approved testing site which holds its own contract with the test vendor and who reports directly to the State.

- **Addendum Site** – An approved testing site which operates under the contract of an independent testing site (referred to in such case as a "parent site") and reports to the parent site.

At minimum, a potential site in Idaho must meet the following two criteria to be considered for approval as an official GED® Testing site:

1. Meet the basic requirements for becoming a Pearson Vue approved testing site. For more information regarding these requirements, please visit the following website: *http://www.gedtestingservice.com/educators/becoming-a-pvtc*

2. Operate as a public entity (federal, state, county, or local) or qualify as a 501(c)3 nonprofit organization (or operate under the 501(c)3 status of a parent organization).

In addition to these minimum requirements, additional criteria will be considered on a case-by-case basis for each potential site, as described below. All potential testing sites must be approved by the State GED Administrator prior to opening.

Independent Sites

In addition to the minimum criteria listed above, the State GED Administrator will consider several other factors when determining whether to approve a new independent testing site. The purpose of these criteria is to ensure that the testing site can provide adequate, responsible, and sustainable services in its community and that these services are offered with students' best interest in mind.

Criteria to be considered include, but are not limited to:

- **The need for, and availability of GED testing services in the community.** Is the applicant responding to a real and demonstrated need for new or additional GED testing services in its community or for a specific population? What, if any, other GED testing services are currently available in the community?

- **The applicant's history and demonstrated effectiveness in providing public services.** Does the applicant have sufficient experience providing education and/or assessment services? Does the applicant have good standing in the community?

- **The administrative and financial capacity of the applicant.** Does the applicant have sufficient staff and systems in place to manage the finances, data, contracts, software and equipment associated with running a testing site?

Addendum Sites

Addendum Sites operate under the existing contract of an independent site (parent site) and report to the parent site directly. In addition to meeting the two minimum criteria listed under *Eligibility*, an addendum site must also meet any additional requirements of the parent site in order to be approved by the State GED Administrator. Adoption of an addendum site is ultimately at the discretion of the parent site. Neither the State nor the test vendor can compel an independent site to adopt an addendum site under their existing contract.

The addendum site may be operated directly by the same organization as the parent site, or may be operated in partnership with another agency or nonprofit organization. For example, a community college might operate several addendum sites at its various campus locations. Or the college might partner with a local nonprofit to operate an addendum site where the nonprofit provides space and staffing and the college provides oversight, contract management and technical assistance.

Approval Process

In order to become an approved GED Testing Site, an applicant must complete the following steps:
- Review Idaho's *Eligibility and Approval Guidelines* and meet State eligibility criteria
- Review Pearson Vue Test Center (PVTC) Guidelines and meet PVTC eligibility criteria
- Obtain approval from parent site (for addendum sites only)
- Complete Pearson Vue application process and ensure that:
    o adequate space and equipment are available at a secure site
    o appropriate staff or volunteers are trained and approved as test proctors
    o systems are up to date and compatible with testing software
- Obtain approval from the State GED Administrator (all sites)

As per the policy of Pearson Vue, GED Testing Services, and the State of Idaho, all potential testing sites require approval from the State GED Administrator prior to being authorized to provide GED testing. Even in cases where a site is already a Pearson Vue Test Center (PVTC), final state approval is required before GED testing can commence.

Becoming a PVTC does not guarantee that the State GED Administrator will approve the site for GED testing. Therefore, applicants are encouraged to contact the State Office prior to making any major investments in space or equipment solely for the purpose of GED testing. The State Office can also provide additional guidance and technical assistance that may help applicants navigate the process more efficiently.

Interested applicants may contact Amelia Valasek, State GED Administrator for Idaho, at *amelia.valasek@pte.idaho.gov* .